

## ***CONDUCTING A HISTORICAL SEARCH***

Revised: 11/01/03

Effective: 11/01/03

**INTRODUCTION:** Use this procedure when you want to view a search that has been completed in the past or view a search that has been completed by another worker.

1. **Login to the eFIND system**  
<https://efind.dws.utah.gov/DataBrokering/Login.jsp>
2. **Click on Historical Search on the left navigation menu.**
3. **Enter information that is relevant to the search.**
  - The search can be conducted using more than one criterion.
4. **Click on the Search button**
  - A list of search results will be displayed at the bottom of the screen.
5. **Click on the case number to view the Search Results.**